

DD/Administration

6 April 1951

General Counsel

Summer vacations

STAT

1. In connection with [] inquiry about requiring employees to take an adequate amount of annual leave, the practice of this office is as follows. All employees of the General Counsel's office, except the Legislative Counsel and myself, had at least two weeks annual leave in 1950. Additional time was taken by some members around the Christmas holidays. Individual days off, particularly in connection with week ends, is encouraged and it has been my practice to take an occasional long week end from Friday afternoon to Monday morning.

2. A notice has been sent out requesting plans for scheduling 1951 leave and indicating that at least two weeks will be required of each member of the office. Even though there is at the moment and for the foreseeable future more work than the full staff can perform properly, there is no question in my mind that the requirement of two weeks' leave is essential.

LAWRENCE R. HOUSTON

LAWRENCE R. HOUSTON/ml1

cc: Subject
Chrono